



RECORDS RETENTION AND DISPOSITION SCHEDULE

Lieutenant Governor's Office. Community and Rural Affairs, Office of.

Agency: Community and Rural Affairs, Office of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2015-18	INDIANA MAIN STREET PROGRAM FILES This program coordinates and facilitates economic improvement of downtown areas in Indiana cities and towns, as a participant in the larger National Main Street Program, under the National Trust for Historic Preservation. Files include initial application, any follow-up applications for entities that have left the program and now wish to return, annual reports, and related documentation in many formats of a local area's follow-through with the program: financial reports, photos, slides, newspaper clippings, videos, and other evidence of community improvement.	Agency may IMAGE paper records on receipt according to IARA imaging standards, for agency convenience. TRANSFER original records in all formats to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles after one (1) year, after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges, and after verification of any imaged documents for completeness and legibility. DELETE agency's electronic copies after the applicant leaves the program and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges, or when no longer required for agency convenience, whichever is later.